



HRG Memorandum 13-19

To: KEHP Human Resource Generalists (HRGs)
From: Department of Employee Insurance (DEI)
Re: Open Enrollment Items
Date: September 30, 2013

Open Enrollment is rapidly approaching and we have some follow-up items for our HRGs.

1. If you missed the Open Enrollment training, the presentation is now available online to view: [2014 Open Enrollment Training](#).
2. HRBEN0073 report – please run to see who has not enrolled – remember these key points: must be run before 9:00 a.m., you must use a variant, organization structure filter and a 1/1/2014 date. Step-by-step instructions are attached.
3. Remember to send the following paper applications to DEI:
 - a. Applications signed past the OE deadline
 - b. Cross Reference health and FSA applications
 - c. 2013 and 2014 forms for New Hires, Transfers or Rehires
 - d. 2013 and 2014 forms for Qualifying events which impact both plan years

